

# I Don't Know My STaR Chart Password (For Campus Administrators)



No one can tell you your password. If you have forgotten your password, you must request that an email be sent to you. Follow the steps below to do this:

1. First you must know your campus username, which is 015907xxx, the last three digits being your campus number.
2. Using any Internet Browser, go to <http://starchart.esc12.net/login.aspx>

The screenshot shows the STaR CHART login interface. The 'Forgot your Password?' section is highlighted with a red circle. The 'StarChart Username' field contains the text 'john.smith124'. The 'Send Password' button is visible below the field.

3. Enter your Star Chart Username under the “**Forgot your Password?**” section. Proof-read that you have typed the correct number.
4. Click on the “**Send Password**” button and wait a moment. The screen may blank for a short time.
5. When it refreshes an **Email sent** message appears to the left of the “Send Password” button. An email will be sent to your listed email address, which will be your SAISD Outlook email. It should arrive within 30 minutes or less, but give it 24 hours just in case of email backups.

The screenshot shows the STaR CHART login interface after clicking the 'Send Password' button. The 'Email sent.' message is highlighted with a red circle. The 'Send Password' button is still visible.